

# CHIEF EXECUTIVE OFFICER's CHECKLIST CEO Disaster Survival Kit

Background Information	1. Immediate Action	2. Personal
Notified by _____ Time _____ Type of Emergency _____  <b>Location</b> <input type="checkbox"/> CEO reporting point, open routes and means; communications channels <b>Incident Size-Up</b> <input type="checkbox"/> Type <input type="checkbox"/> Magnitude <input type="checkbox"/> Best/Worst case <b>Damage</b> <input type="checkbox"/> Injuries / death <input type="checkbox"/> Area (size) <input type="checkbox"/> Property damage <input type="checkbox"/> Other impacts <b>Resources</b> <input type="checkbox"/> Incident command status <input type="checkbox"/> Int./Ext. resources committed <input type="checkbox"/> Int./Ext. resources required <input type="checkbox"/> EOC status and location <input type="checkbox"/> Other authorities notified?	<input type="checkbox"/> Begin personal log <input type="checkbox"/> Establish contact with Office of Emergency Management <input type="checkbox"/> Direct staff to assess and report on problems, resources, shortfalls, policy needs and options <input type="checkbox"/> Chair assessment meeting <input type="checkbox"/> Issue emergency declaration as needed  <input type="checkbox"/> Set reporting procedures  <input type="checkbox"/> Remind staff to keep complete logs of actions and financial records <input type="checkbox"/> Begin liason with other officials	<input type="checkbox"/> Tell family of destination and how to contact <input type="checkbox"/> Take medications, toiletries and clothes <input type="checkbox"/> Take list of peers to contact for advice  <input type="checkbox"/> Remember that your role is policy-making not operational  <input type="checkbox"/> Take personal tape recorder  <input type="checkbox"/> Other things to remember: _____ _____ _____
3. Legal	4. Political	5. Public Information
<input type="checkbox"/> Contact legal advisors Review legal responsibilities and authorities: * emergency declarations * chain of succession * intergovernmental aid * social controls (curfews) * price controls * other restrictions  <input type="checkbox"/> Monitor equity of service based on needs and risks * maintain balance between public welfare and citizens rights  <input type="checkbox"/> Have status of contracts reviewed	<input type="checkbox"/> Recognize accountability Check provisions for public officials  * space at EOC * periodic updates * staff updates on politically sensitive issues, such as life and property losses, service interruptions, etc.  <input type="checkbox"/> Establish and evaluate policy decisions throughout the incident <input type="checkbox"/> Confer with other selected officials when problems arise  <input type="checkbox"/> Use elected officials to request assistance from public and private organizations	<input type="checkbox"/> Check plans to inform public and manage media  * designate a single PIO * Evaluate media capabilities * establish a media center * channel all releases first through the CEO in the EOC * establish news media update and access policies